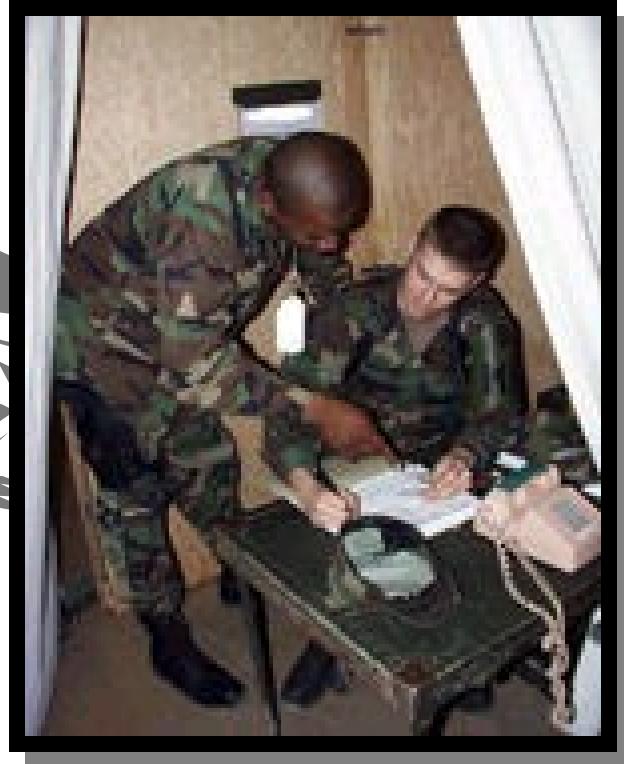




ADJUTANT GENERAL'S CORPS



**FY07 Master Sergeant Selection Board
Proponent Information Packet**





ADJUTANT GENERAL'S CORPS

MOS 42A & 42L Consolidation



With the removal of PMOS 42L from the Army inventory effective 1 Oct 07/FY08, the following guidance is given as all eligible 42As and 42Ls will be competing against a consolidated select objective under 42A MOS:

- 42A and 42L Soldiers should be equally considered based on all the guidance provided. Many 42L SFCs have completed 42A transition training that may not be indicated in their records. Transition training may have been completed by on-line HR 42A certification course, ANCOC or BNCOC completion after 1 Jan 05. All 42Ls that have proven potential for promotion on their evaluations should be considered fully qualified to perform duties at the 42A MSG level regardless of 42A transition training completion.
- Within the past 24 months, 42L Soldiers are being assigned against 42A positions based on the consolidation of the two MOSs.
- Promotion selection should be based on Soldiers achieving/exceeding board standards and not on the PMOS the Soldier is currently serving in. Selection should be based on performance and potential.
- A current (slide #4) and future career pattern (slide #5) along with the career progression (slide #12) are inclusive in this packet for the CMF. The future career pattern will become effective 1 Oct 07. All Soldiers will be identified as Human Resources Specialist/Sergeants.





ADJUTANT GENERAL'S CORPS

CMF 42



Mission/Characteristics

42A

The mission of the Human Resources (HR) elements is to coordinate timely and effective manpower and personnel support for commanders at all echelons to enhance the readiness and operational capabilities of the total force and ensure success across the full spectrum of military operations. This includes Joint, Inter-agency, Inter-government and Multinational operations. HR support covers all levels of war; strategic, operational and tactical.

The Human Resources Sergeant is to supervise, execute and standardize the Military Personnel Support System (MILPER system) and Administrative support to Human Resources Sustainment Centers (HRSC), Military Mail Terminal Team, Theatre Gateway Reception, Replacement, Redeployment Rest and Recuperation and Return to Duty (R5) Team, HR Company HQs, Postal Platoons, R5 Platoon/Teams, Casualty Platoon/Liaison Teams, Battalions, Brigades, Divisions, Corps, Installations, MACOMs, HQDA, and DOD Agencies, including non-standard organizations*.

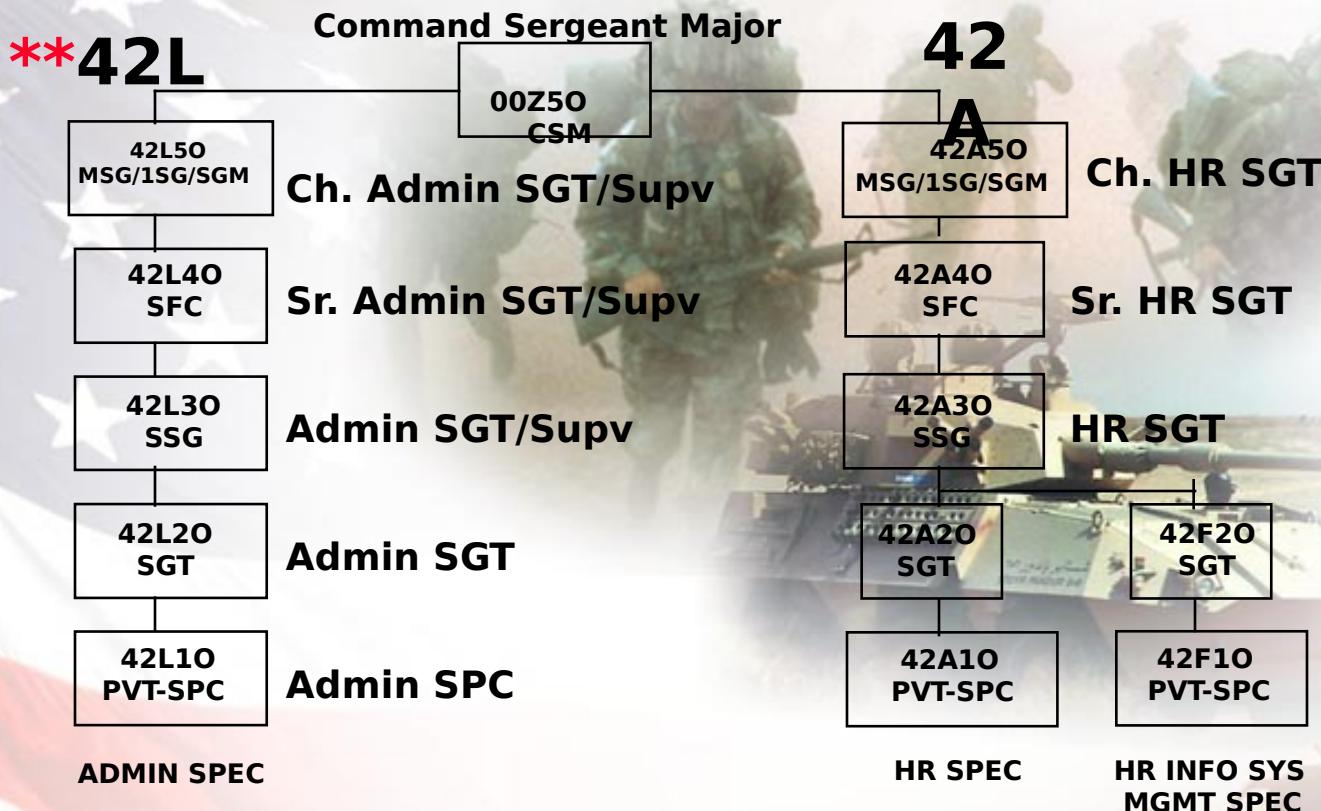
*Non-standard organizations within the MILPER system include, but are not limited to, MACOMs, service schools, special operations groups, and other tactical and non-tactical major command headquarters.





ADJUTANT GENERAL'S CORPS

Current CMF 42 Career Pattern



CAREER PATTERN: Human Resources Information Systems Management Specialist (42F) merges at Staff Sergeant and converts to 42A, Human Resources Sergeant. ****MOS 42L will officially be merged with MOS 42A on 1 Oct 07 (FY08)**

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ADJUTANT GENERAL'S CORPS

Future CMF 42 Career Pattern-MOS 42A/42F



Command Sergeant Major

00Z50
CSM

42A50
MSG/1SG/SGM

CH. HR SGT

42A40
SFC

SR. HR SGT

42A30
SSG

HR SGT

42F20
SGT

42A20
SGT

42F10
PVT-SPC

42A10
PVT-SPC

**MOS 42F -
HR INFO SYSTEMS
MGMT SPECIALIST**

**MOS 42A -
HR SPECIALIST**

CAREER PATTERN: Human Resources Information Systems Management Specialist (42F) merges at Staff Sergeant and converts to 42A, Human Resources Sergeant. **MOS 42L will officially be deleted on 1 Oct 07 (FY 08).

On Point for the Nation . . . Persuasive in Peace, Invincible in War





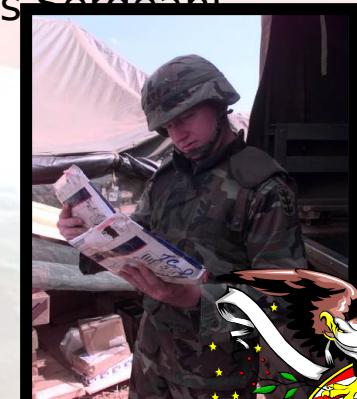
ADJUTANT GENERAL'S CORPS

MOS 42A - Description



MOS 42A50 – Chief, Human Resources Sergeant supervises personnel and administrative support operations and provides technical guidance and expertise to every echelon of the command across the Department of Defense. These positions range from Battalion, Brigade, Division, Installation, Corps, Theater, HQDA, DOD, or Joint level. Major responsibilities of Chief, Human Resources Sergeant include:

- **Replacement Operations**
- **Personnel Accounting and Strength Reporting**
- **Casualty Operations Management**
- **Personnel Information Management**
- **Personnel Readiness Management**
- **Postal Operations**
- **Planning and organizing all administrative policies and procedures**
- **Essential Personnel Services (Functions)**
- **Maintaining classified documents/containers, managing correspondence, publications, files, postal operations, and distribution.**
- **Use and manage Human Resources management systems - EDAS, TOPMIS, PERNET, eMILPO, eHRS, DTAS, TPS, and DCIPS**
- **Inspecting, training, improving, and providing technical oversight for all aspects of administrative operations.**
- **Morale, Welfare, and Recreation and Community Support**





ADJUTANT GENERAL'S CORPS



MOS 42A - Description

Chief, Human Resources Sergeant-42A5

Supervises the functions and activities of Human Resources (HR) support; Soldier readiness, personnel information, personnel accounting and strength reporting, postal operations, R5 deployment operations, replacement and casualty operations management. Supervises and standardizes performance of administrative functions or similar elements at division, comparable, or higher level headquarters. Inspects subordinate units and makes recommendations for elimination of deficiencies or improvement of Human Resources Operations.

Manages the functions of Human Resources Specialist/NCO (42A) and Human Resources Information Systems Management Specialist (42F).





ADJUTANT GENERAL'S CORPS

MOS 42A - Career Enhancing Assignments



MOST CHALLENGING HIGH RISK ASSIGNMENTS :

- S1 Human Resources Sergeant/Platoon Sergeant
- Strength Management NCO - Division or Corps
- First Sergeant/Detachment Sergeant
- Postal Platoon Sergeant /Supervisor/Inspector (ASI F4)
- Recruiter
- Instructor or Small Group Leader, Army Service School or NCO Academy
- Drill Sergeant
- Proponent NCO/Career Management NCO
- SGS/Protocol NCO
- Observer/Controller
- Operations Sergeant - Per Group/PSB
- Professional Development NCO
- AC/RC Advisor with Title XI (Responsibilities)
- Security Management NCO

ARMY WIDE CHALLENGING MEDIUM RISK ASSIGNMENTS:

- BN S1 SR Human Resources Sergeant
- Recruiter
- Instructor Army Service School
- Drill Sergeant
- Small Group Leader (ANCOC/BNCOC)
- Proponent NCO/Career Management NCO
- AC/RC Duty (Title XI)
- Equal Opportunity Advisor
- Inspector General

CHALLENGING ASSIGNMENTS:

- Human Resources Sergeant/Admin NCO at MACOM/DOD/Joint Staff
- Manpower/Force Development NCO (ASI A3)
- Branch/Section NCOIC (AG Related Functions)
- Writer/Developer Army Service School
- Battalion Operations Sergeant
- Inspector General NCO
- Equal Opportunity Advisor
- Courier
- Personnel Assistance and Training Team NCO

QUICK REFERENCE CHART

ASI	E3, F4, F5, A3, 2S
SQI	B, M, 8, X, P, Q
TDA	49%
TOE	51%
INST	41 (1.8%)
DS	54 (2.4%)
EOA RECR	124 (5.5%) N/A

(Note: Career Enhancing Assignments are not listed in order of importance)





ADJUTANT GENERAL'S CORPS



GWOT ASSIGNMENTS

Many of our CMF 42 NCOs and Soldiers are currently serving in units that are deployed to

Iraq and Afghanistan to fight the Global War on Terrorism. Not all of our Soldiers and NCOs are given the opportunity to serve in deployed organizations and the lack of assignments to those organizations should not be a limiting factor in determining a Soldiers potential for advancement.

The following assignments accomplish critical battle space core competencies and perform essential services that are the mission of NCOs in CMF 42:

- Div/Bde/Bn G1/S1 NCOIC
- Casualty Reporting NCO
- Postal Platoon Sergeant
- Replacement Operations NCOIC
- Unit/Organization Strength Manager





ADJUTANT GENERAL'S CORPS

MOS 42A - Civilian Education



The Civilian education levels for Skill Level 4 is varied. The below numbers depict the civilian educational level for both 42A and 42L. Overall enrollment and completion of degree programs is healthy in the CMF.

- 5% Master's Degree
- 20% Bachelor's Degree
- 26.4% AA Degree
- 31% 2 yrs college (60 SH/No Degree)
- 17% HS diploma or equivalent
- 1% Non HS grad

- Civilian education by itself does not determine promotion potential; however, it is a good indicator of an NCOs desire to excel and professionally develop themselves as leaders. When reviewing civilian education, attention should also be given to the demands of job positions that NCOs have held.

The military course listed below can be evaluated for awarding of college semester hours for civilian education:

- ANCOC -completed
- Manpower and Force Development Course (ASI A3)
- Battle Staff Course (ASI 2S)
- Executive Administrative Assistant (ASI E3)
- Postal Supervisor/Operations Course (ASI F4/F5)
- First Sergeant Course (SQI M)
- Recruiter (SQI 4)
- Drill Sergeant (SQI X)
- Instructor (SQI 8)
- EO Advisor (SQI Q)

- The Career Development Model recommends AA/AS by the 10th year of service and a BA/BS by the 15th year of service.





ADJUTANT GENERAL'S CORPS

MOS 42A - Unique Characteristics



✓ **PROFICIENCY IN FEEDER MOSs:** NCOs in this MOS must be technically proficient in each feeder MOS tasks (42A, 42F and 42L) to properly perform their duties.

✓ **POSTAL NCO/SUPERVISOR (ASI F5/F4):** These positions are found predominately in the TOE/MTOE environment. The majority of authorizations are overseas (63%). These duties are performed in a high-stress, fast paced, and often deployed environment.

✓ **TOE VS. TDA ASSIGNMENTS:** Authorizations at SSG and SFC are approximately 51% in TOE and 49% in TDA. The majority of MSG/1SG positions are in TDA units. NCOs should have a variety of assignments in TDA and TOE; however, they should not be penalized for serving in TDA only positions at the senior NCO grades.

✓ **SECURITY MANAGEMENT NCOs/COURIERS:** NCOs serving in special security management positions within DOD and Joint agencies that have a requirement for TS/SCI must maintain exceptional standards of personal and professional conduct. These positions include personnel security, information security, and physical security requirements. The tremendous level of responsibility inherent in these positions should be considered positively during board deliberations.

✓ **SPECIAL DUTY POSITIONS:** Recruiter, Drill Sergeant, EO Advisor, AC/RC and Instructor positions are limited in CMF 42 (see below). Many qualified CMF 42 Soldiers may not serve in special duty positions because of the limited authorizations. CMF 42 First Sergeant assignments are found in the Military Entrance Processing Command, Human Resources or Postal Companies. Additionally, CMF 42 Soldiers may also serve in Executive Administrative (E3) or Manpower/Force Development (A3) NCO positions. Those who performed successfully have demonstrated exceptional duty performance.

	DRILL SGT AUTHS	RECRUITER AUTHS	INSTRUCTOR AUTHS	EOA AUTHS	1SG AUTHS
SSG	129 (4.8%)	359 (13.3%)	86 (3.2%)	NA	NA
SFC	54 (2.4%)	NA	41 (1.8%)	124 (5.5%)	NA
MSG	NA	NA	8 (1.3%)	27(4.5%)	135 (22.5%)

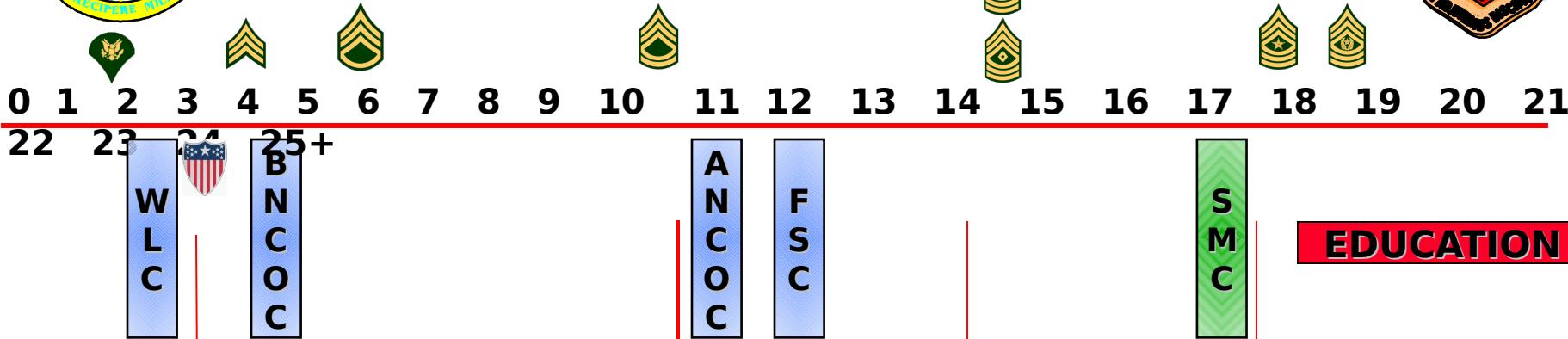
(x.x%) = Percent of authorizations for that grade based on total authorizations





CMF 42 Lifecycle Development & Utilization

ADJUTANT GENERAL'S CORPS



Typical Assignments

SPC STAFF
HR Spec
R5, Postal,
Casualty
G1/S1 Section
HR Info Sys
Mgmt
Spec
SPECIAL
CPL Recruiter
Exec Admin
Asst
Attaché Spec

SGT STAFF
HR SGT
G1/S1 Staff NCO
R5, Postal, Casualty
- Team Chief
HR Info Sys Mgmt
SGT
LEADERSHIP
Drill Sergeant
SQD/TM Ldr
Section Ldr
SPECIAL
Recruiter (detailed)
Exec Admin Asst
Attaché NCO

SSG STAFF
HR SGT
Postal Supv
R5, Postal, Casualty
G1/S1 Staff NCO
R5, Postal, Casualty
NCO
LEADERSHIP
Drill Sergeant
AIT Instructor
SGL, NCOA
Squad Leader
SPECIAL
Recruiter (detailed)
SSI TDD Writer/Dev
Exec Admin Asst
Attaché NCO
IG NCO

PZ SFC

SFC STAFF
BN S1 SR HR SGT
Corps/Div G1 Staff NCO
HRC Branch Manager
LEADERSHIP
Detachment SGT
R5, Postal, Cas PLT SGT
AIT Course Director
SR SGL, NCOA
SR Drill Sergeant
SPECIAL
Recruiter (detailed)
Career Mgmt
NCO/Advisor
EO Advisor
IG NCO
SSI TDD Writer/Developer
AC/RC Advisor
Attaché NCO

PZ MSG

MSG/1SG STAFF
BDE S1 SR HR SGT
Corps/Div G1 Sec NCOIC
HRSC Sec Chief
HRC Branch NCOIC
Strength Mgmt NCO
LEADERSHIP
HR Company 1SG
MEPS 1SG
Asst CMDT, NCOA
Series Tng Chief, AIT
SPECIAL
EO Advisor
IG NCO
AC/RC Advisor
Attaché NCO

PZ SGM

SGM/CSM STAFF
HRSC Div SGM
Army G1 SGM
TAGD SGM
EPMD SGM
G1/AG SGM
HRC, Branch SGM
Proponent SGM
OPNS SGM
LEADERSHIP
Nominative CSM
AG SCHOOL CSM
MEPCOM CSM
NCOA Commandant
Garrison/ASG CSM
SPECIAL
EO SGM
IG SGM

MOS 42A/42F Unique ASI/SQI Positions: A3, E3, F4, F5, 2S, 7, 8, B, M, Q, X





ADJUTANT GENERAL'S CORPS

MOS 42A/42F-Career Progression Plan



RANK	PVT-SPC/CPL	SGT	SSG	SFC	MSG/1SG	SGM/CSM
Skill Level	SL 1	SL 2	SL 3	SL 4	SL 5	SL 5
RECOMMENDED DUTY ASSIGNMENTS						
HR Spec	HR SGT	HR SGT	BN S1SR HR SGT	Bde S1SR HR SGT	HRSC DIV SGM	
R5, Casualty, Postal G1S1Section	G1S1Staff NCO	Postal Supv	Corps/Div G1Staff	Corps/Div G1Staff	Army G1SGM	
HR Info Sys Mgmt Sp	Team Chief	R5, Casualty, Postal - G1S1Staff NCO	HRC Branch Manager	HRSC Sec Chief	TAGD SGM	
Exec Admin Asst	HR Info Sys Mgmt Sgt	NCO	Detachment Sergeant	HRC Branch NCOIC	EPMD SGM	
Attache Spec	Drill Sergeant	Drill Sergeant	Course Director, AIT	Strength Mgmt NCO	G1AG/MPD SGM	
CPL Recruiter	Recruiter	Recruiter	AIT Instructor	HR Company 1SG	HRC, Branch SGM	
Exec Admin Asst	SGL, NCOA	Sr Drill Sergeant	MEPS 1SG	Propponent SGM		
Attache NCO	SSITDD Writer/Dev	Recruiter	Asst Cmdt, NCOA	Operations SGM		
SQD/TM Leader	Exec Admin Asst	Career Mgmt NCO/Adv	Series Tng Chief AIT	EO SGM		
Section Leader	Attache NCO	EO Advisor	IG NCO	IG SGM		
		AIT Instructor	IG NCO	Nominative CSMs		
			AC/RC Advisor	AG School CSM		
			SSITDD Writer/Dev	Attache NCO	MEPCOM CSM	
			AC/RC Advisor		NCOA Commandant	
			Attache NCO		Garrison/ASG CSM	
INSTITUTIONAL TRAINING	BCT/AIT				SERGEANTS MAJOR COURSE	
	WLC	BNCOC	ANCOC			
RECOMMENDED NCOES-RELATED COURSES	PRIOR TO WLC	PRIOR TO BNCOC	PRIOR TO ANCOC		PRIOR TO SMC	
English Composition	Comm Skills	Principles of Management		Research Techniques (Statistics)		
Basic Mathematics	Pers Supervision	Organizational Behavior		Human Resource Management		
Computer Literacy	Behavioral Science	Information Systems Management				
	Speed Reading (LC)	Technical Writing				
		RECOMMENDED	Battle Staff NCO Course	First Sergeant Course		
	Recommended Reading	Recommended Reading	Recommended Reading	Recommended Reading		
	Standard: 10	Standard: 11.5	Standard: 12.5	Standard: 12.9		
			Achieve Army Writing Standard *			
RECOMMENDED CMF-RELATED COURSES AND ACTIVITIES	SKILL LEVEL 10	SKILL LEVEL 20	SKILL LEVEL 30	SKILL LEVEL 40	SKILL LEVEL 50	
Fundamentals of English	English Composition II	Speech	Statistics	Behavioral Science		
Intro to Data Processing	Computer Literacy	Supervisory Mgmt	Applied Mgmt	Public Relations		
Business Math	Intro to Business	Computer Operations	Creative Writing	Business Communications		
	Algebra	Algebra	Database Mgmt	Organizational Effectiveness		
	Principles of Mgmt	Educational Psychology	Political Science	Logic		
*Begin Recommended	Fundamentals of	Psychology of learning	Office Automation			
Professional Reading	Education	Sustainment Tng Crs	World Geography			
List						
	Sustainment Tng Crs					
RECOMMENDED CMF-RELATED CERTIFICATION OR DEGREE GOAL	AA/AS in: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational System Tech		BA/B S in: Liberal Arts, Management or Business (Any Specialty), English, Computer Science, Public Relations, Economics, Marketing, Behavioral Science, Educational System Technology			
	BY THE 10th YEAR OF SERVICE		BY THE 15th YEAR OF SERVICE			

(** Note 42F Career Progression Plan merges to 42A at SSG/Skill Level 30)





ADJUTANT GENERAL'S CORPS



REGIMENTAL AWARDS

A comprehensive awards program recognizes exceptional performance and service by members of the AGCRA.

Awards available to include

MG Horatio Gates (Gold)

MG Horatio Gates (Bronze)

AGCRA Achievement Medal

MG Winfield Scott Medal

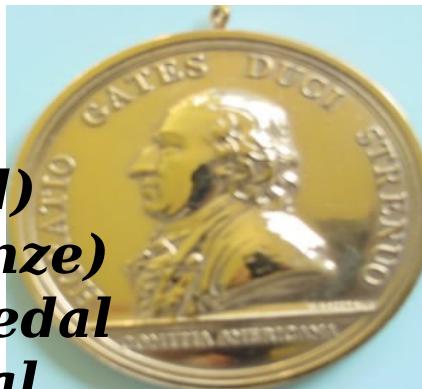
President Benjamin

Harrison Medal

President Theodore

Roosevelt Medal

Alexander Macomb Medal





ADJUTANT GENERAL'S CORPS



REGIMENTAL AWARDS DESCRIPTION

- ❖ **Horatio Gates Gold and Bronze Medal:** This medal is struck by the United States Mint from the original die used in making the Gold Medal presented to Major General Horatio Gates by Congressional resolution to commemorate his victories over the British in the Battles of Bennington, Fort Stanwix, and Saratoga. These three key battles prevented the British from occupying the strategic Hudson Valley and isolating New England from other colonies. The purpose of this medal is to recognize the achievements and/or service of individuals who promote the objectives and purposes of the Adjutant General's Corps Regimental Association (AGCRA) and the Adjutant General's Corps (AGC) as set forth in the Constitution and Bylaws of the Association.
- ❖ **AGCRA Achievement Medal:** At the request of many Chapter Presidents, the AGCRA created a second award to recognize contributions to the Association and the AG Corps. The medal is struck from an original design drawn at Fort Benjamin Harrison. The purpose of this medal is to recognize outstanding achievements and/or meritorious service of individuals who promote the objectives and purposes of the AGCRA and the AG Corps as set forth in the Constitution and Bylaws of the Association. The AGCRA Achievement Medal is awarded for achievement and/or service of a lesser degree than required for award of the Horatio Gates Medal.
- ❖ **MG Winfield Scott Medal:** This award is for outstanding performance in leadership, academics, and physical fitness while attending advanced level training. The medal is struck by the U. S. Mint from the original die used in making General Scott's Congressional Gold Medal for his service as the Army Commander in Chief during the Mexican War of 1847. The purpose of this medal is to promote excellence in leadership, academics, and physical fitness by recognizing the overall outstanding graduates of advanced level professional development courses (e.g. ANCOC, AGCCC, and WOAC).





ADJUTANT GENERAL'S CORPS



REGIMENTAL AWARDS DESCRIPTION

- ❖ **President Benjamin Harrison Medal:** This award is for outstanding performance in leadership, academics, and physical fitness while attending basic level training. The medal is struck by the U. S. Mint from the original die used in making the Benjamin Harrison Presidential Medal in 1893. The award is presented in recognition of Fort Benjamin Harrison as the original home of the Adjutant General's Corps. The purpose of this medal is to promote excellence in leadership, academics, and physical fitness by recognizing the overall outstanding graduates of basic level professional development courses (e.g. BNCOC, AGOBC, and WOBC).
- ❖ **President Theodore Roosevelt Medal:** This award is for superior achievement in physical fitness. The medal is struck by the U. S. Mint from the original die in making the Theodore Roosevelt Presidential medal. President Roosevelt named Fort Benjamin Harrison the home of the AG Corps. He also established the first Army physical fitness test in the War Department, General Order #240, dated December 4, 1907, when he advocated that it is just as much the duty of those who serve their country to adopt such measures and pursue such habits as will maintain a physical condition fit for service to their country as it is to cultivate their minds and in fitting themselves for the intellectual duties of their profession. The purpose of this medal is to promote physical fitness by recognizing members of the Association who achieve a maximum score on the APFT.
- ❖ **Alexander Macomb Medal:** Alexander Macomb served as the Army's Adjutant General in 1812, and later as General in Chief of the Army from 1828 until his death in 1841. He was one of the first officers to receive formal military training at West Point. Major General Macomb was a Soldier/Scholar/General throughout his life publishing books and articles and becoming well known in his day for community involvement. He espoused the position that the commanding general should have active command of the whole Army including the staff bureaus, under loose supervision of the secretary of war; the increase of enlisted pay to discourage desertion; the augmentation of officers in the service branches to free line officer for field duty; relief for widows and orphans of regular officer victims of wounds and disease; and a system of officer retirement and replacement. The Alexander Macomb Award is a Commandant's Award given to deserving individuals/units/agencies whose contributions to the AG Corps are in keeping with the spirit of Major General Macomb's service to community.





ADJUTANT GENERAL'S CORPS

MOS 42A & 42L

Promotion Potential Indicators



The following indicators should be considered when evaluating promotion potential for AG Corps NCOs to the grade of MSG:

- 42A and 42L Soldiers should be equally considered based on all the guidance provided. Many 42L SFCs have completed 42A transition training that may not be indicated in their records. Transition training may have been completed by on-line HR 42A certification course, ANCOC or BNCOC completion after 1 Jan 05. All 42Ls that have proven potential for promotion on their evaluations should be considered fully qualified to perform duties at the 42A MSG level regardless of 42A transition training completion
- Strong NCOERs reflecting outstanding duty performance and potential in a variety of assignments
- Served successfully in one of the most challenging duty assignments for a period of 18 months or more or 12 months if serving in a short tour area. Served successfully in a MSG position for a minimum of 6 months that is supported by a strong NCOER.
- Soldiers who have served successfully and completed a full tour as a Recruiter (Detailed for 36 months) or Drill Sergeant (Detailed for 24 months). Soldiers currently detailed to these duties should receive equal credit.
- Exceeded NCOES course standards (Honor Graduate, Commandant's List, Distinguished Leadership Award).
- Received distinguished recognition (NCO/Drill Sgt/Recruiter of the Year, Sergeant Audie Murphy Club, Sergeant Morales Club, AG Corps Regimental awards, etc.).
- Soldiers who have been awarded an SQI or ASI (B, M, 8, X, P, Q, A3, E3, F4, F5, 2S, etc.) have attended additional schooling and gained additional experience.
- Maintains high physical fitness standards and consistent compliance with height and weight standards.
- Demonstrated knowledge and technical proficiency in automated systems and equipment.
- Demonstrates high standards of conduct and adherence to Army values and Warrior Ethos.





ADJUTANT GENERAL'S CORPS



CMF 42A - Proponent POC:



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Approved for release: 24 August 2006

**/Original Signed/
J. KELLY FAIR
CSM, AG
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**/Original Signed/
ROSE A. WALKER
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